

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100007-7

Executive Officer to the DD/S
70-24, Headquarters

13 March 1964

Chief, Records Administration Staff

(February)
Monthly Report of the Records Administration Staff

1. Our report for February is attached. We have taken certain items from the report and highlighted them on this cover memorandum. More information on these and other items is contained in attached report.

a. Assisted in the development of a Vital Records Schedule for the Office of Budget, Program Analysis and Manpower.

b. Completed 12 new and 17 revised forms.

c. Prepared a proposed Records Control Schedule for the Historical Staff, O/DCI.

d. Plan to ask National Archives to evaluate records filed in Cover Case files in CCS/DDP to determine temporary or permanent retention. The General Counsel will be asked for guidance in taking exception to the Federal Disposal Act, if needed.

e. Completed a Forms and Procedures Survey of over 100 forms and their related procedures in the Medical Staff. Report submitted to Medical for action.

f. Completed a Records Management Survey of the Office of Budget, Program Analysis and Manpower.

g. The Paperwork Management Survey of OO/C continues.

h. A Records Management Survey is planned for the Office of Computer Services.

i. Made plans for the transfer of Agency documents to the Kennedy Memorial Library with the Assistant Archivist for Presidential Libraries.

j. Savings of \$741 realized by use of surplus equipment.

k. The Records Disposition Program continues to produce outstanding results. The elimination of 1179 cubic feet of records from the Records Center kept the net growth to 309 cubic feet for February.

2. Your reaction to this summary type report will be appreciated.

DDS/RAO/FMB *(Signature)* :fms (13 Mar '64)

Attachment

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